



Student Planning | Course enrolment *redefined*

WebAdvisor & Student Planning Guide

Finding Courses

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.



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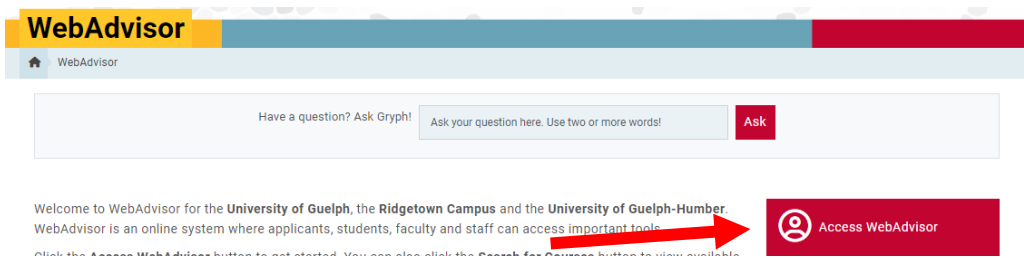
Overview

Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

Finding Courses

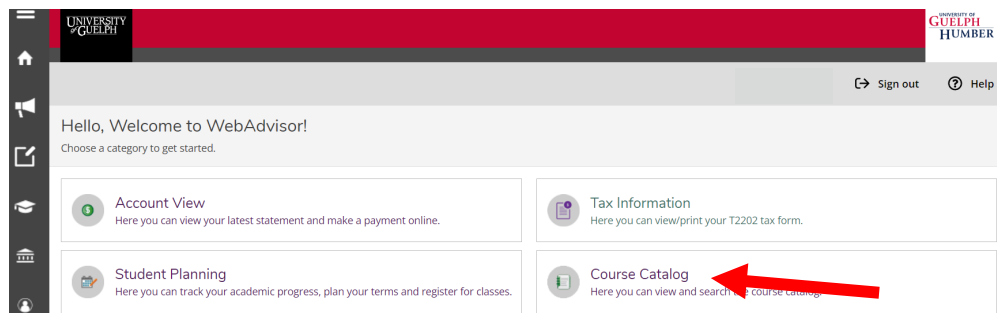
You can use Student Planning to find courses.

- 4.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.

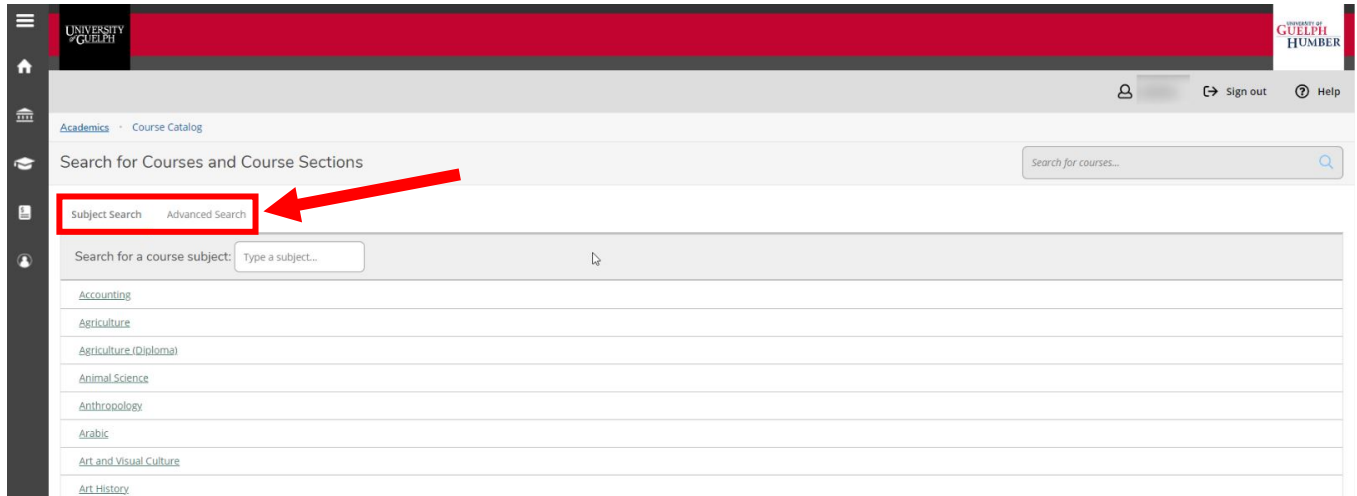


- 4.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

- 4.3 Select “**Course Catalog**”.



4.4 In the Course Catalog, the first thing you will notice is that there are two tabs: **“Subject Search”** and **“Advanced Search.”**



Subject Search Tab

4.5 On the default tab of **“Subject Search”**, you can search for courses using common words.

*For example, if you are looking to enrol in a management course, you can simply type in **“Management”** in the field next to **“Search for a course subject”**. The subjects that match your keyword will populate as you type in real-time.*



4.6 Click one of the subject results and all the courses for this subject will be populated.

For example, after searching and clicking *Computing and Information* we are brought all the related results.

The screenshot shows a search interface for 'Search for Courses and Course Sections'. A search bar at the top right contains the text 'Search for courses...'. Below the search bar, a filter panel on the left is titled 'Filter Results' and includes sections for 'Availability', 'Subjects', 'Locations', 'Terms', 'Days of Week', and 'Time of Day'. The 'Subjects' section is expanded, showing 'Computing and Information Science (80)' selected. The main content area displays three course results under the filter 'Computing and Information Science'. Each result includes the course title, credits, a description, prerequisites, locations, and offered terms. The first result is 'CIS-1000 Intro to Computer Applications (0.5 Credits)', the second is 'CIS-1050 Web Design & Development (0.5 Credits)', and the third is 'CIS-1200 Introduction to Computing (0.5 Credits)'. Each result has an 'Add Course to Plan' button and a 'View Available Sections' link.

4.7 Note that coloured dialog boxes will appear on certain courses to provide helpful information. This information can be to let you know that you have *completed a course, a course is in progress or a course is planned.*

➤ Planned Course:

The screenshot shows a course card for 'IDEV-2400 Social Justice & Human Rights (0.5 Credits)'. The card includes a description, prerequisites, locations, and offered terms. A yellow dialog box with a checkmark icon and the text 'This course is planned.' is overlaid on the card. An 'Add Course to Plan' button is visible in the top right corner of the card.

➤ Unplanned Course:

The screenshot shows a course card for 'IDEV-1000 Understanding Development (0.5 Credits)'. The card includes a description, prerequisites, locations, and offered terms. An 'Add Course to Plan' button is visible in the top right corner of the card. A 'View Available Sections' link is located at the bottom of the card.

➤ Completed Course:

CIS-1500 Introduction to Programming (0.5 Credits) [Add Course to Plan](#)

This course introduces problem-solving, programming and data organization techniques required for applications using a general purpose programming language. Topics include control structures, data representation and manipulation, program logic, development and testing. This course is intended for students who do not intend to enroll in further CIS courses. If your degree requires further CIS courses, CIS*1300, is required. [Restriction(s): CIS*1300. Not available to students registered in a BCOMP degree, a CIS minor, BENG.CENG or BENG.ESC.][Department(s): School of Computer Science]

i This course was attempted or already completed.

Requisites:
None
Locations:
Guelph
Offered:
Fall and Winter, All Years

[View Available Sections for CIS-1500](#)

➤ In-Progress Course:

IDEV-3400 Managing/Evaluating Change (0.5 Credits) [Add Course to Plan](#)

This course explores the key practical skills required by those engaged in the implementation of development policy and practice including logical frameworks, theories of change, impact assessment, and project management. It aims to equip students with an understanding of the nature of these techniques, and how and where they are employed. The strengths and weaknesses of these techniques and their implications for development policy and practice are explored. [Department(s): Dean's Office, College of Social and Applied Human Sciences]

✓ This course is in progress.

Requisites:
7.50 credits including 1.00 credit in IDEV courses at the 2000 level - Must be completed prior to taking this course.
Locations:
Guelph
Offered:
Winter Only, All Years

Filters

4.12 To narrow down your search results, you can use the filter options found on the left-hand side.

The screenshot shows the 'Search for Courses and Course Sections' interface. On the left, a 'Filter Results' sidebar is highlighted with a red box. It includes sections for 'Availability' (Open and Waitlisted Sections, Open Sections Only), 'Subjects' (International Development Studies (25) is selected), 'Locations' (Guelph (25)), 'Terms' (Fall 2021 (13)), 'Days of Week' (Tuesday (1), Wednesday (1), Thursday (4), Saturday (1)), and 'Time of Day' (Select time range...). The main content area shows search results for 'International Development Studies'. Two courses are listed: IDEV-1000 Understanding Development (0.5 Credits) and IDEV-2000 The Development Landscape (0.5 Credits). Each course entry includes a description, requisites, locations, and offered terms, along with a 'View Available Sections' button.

You can search for courses taught by a specific professor, courses offered in a specific term (such as Fall 2021, Winter 2022), specific course levels (such as 1st year, 2nd year, etc.) and more. By selecting any of the filters, the results will automatically update to reflect your request.

Advanced Search Tab

4.15 If you wish to search for courses directly using the course code or certain filters, you can use the Advanced Search tab. In this tab, you have many search criteria options to narrow down your search.

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections:

As an example, we will search for a course with the code “MGMT 1000” in the term “Fall 2021”. Select “Section Listing” under “Results View” and click the “Search” button. You will receive the results in a format that makes it easy to compare details about course sections, including seat availability, meeting times and instructors.

Catalog Listing
 Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections:

Days Of Week

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location:

Academic Level:

Time Of Day: Time Starts by: Time Ends by:

Search for Courses and Course Sections

[Back to Course Catalog](#)

Search for courses...

Filter Results Hide

Advanced Search Selection: MGMT-1000
Filters Applied: Fall 2021 X

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability	Credits	Academic Level
<input type="checkbox"/>	Fall 2021	Open	MGMT-1000-0101	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>												
<input type="checkbox"/>	Fall 2021	Open	MGMT-1000-0102	Introduction to Business		9/9/2021-12/17/2021	Guelph	T, Th 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) W 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>												
<input type="checkbox"/>	Fall 2021	Open	MGMT-1000-0103	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) F 10:30 AM-12:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>												
<input type="checkbox"/>	Fall 2021	Open	MGMT-1000-0104	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 7:00-8:50 PM 9/9/2021 - 12/17/2021		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>												

Filter Results (Left Panel):

- Subjects: Management (20)
- Locations: Guelph (20)
- Terms: Fall 2021 (20)
- Days of Week:
 - Monday (19)
 - Tuesday (4)
 - Wednesday (20)
 - Thursday (6)
 - Friday (4)
- Time of Day: Select time range...

4.16 Again, the filter options are available on the left-hand side, and you can further refine or revise your search.

Alternatively, if you select "Catalog Listing" under "Results View" in the Advanced Search, the search results will be laid out in the same format as the "Subject Search" tab, but the filters are already applied.

Catalog Listing

Section Listing

Term: Fall 2021 Meeting Start Date: M/d/yyyy Meeting End Date: M/d/yyyy

Courses And Sections: Management 1000 Section

Subject: Course number Section

Subject: Course number Section

Days Of Week:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location: Select Location

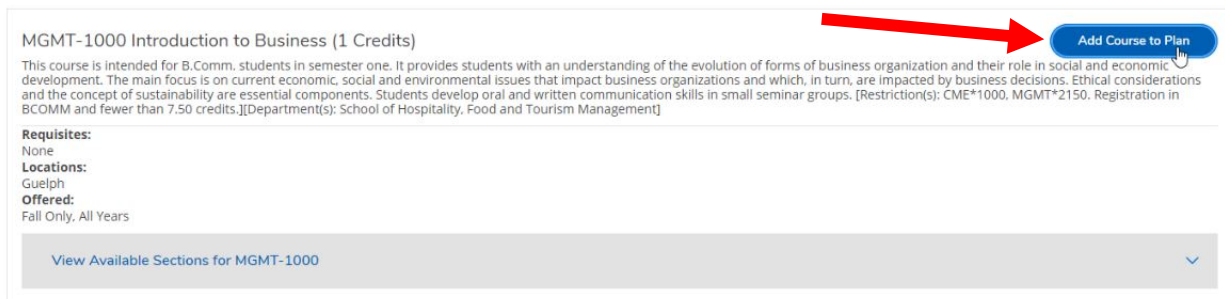
Academic Level: Select Academic Level

Time Of Day: Select Time Of Day Time Starts by: hh:mm AM/PM Time Ends by: hh:mm AM/PM

Adding a Course

Now that you know how to find a course using either the **“Subject Search”** or the **“Advanced Search”** options, we can look at adding a desired course. There are two ways you can add a course. You can add it to your plan or directly to your schedule if course offerings for the semester have been posted. Course offerings for the semester are usually posted about two weeks before the course enrolment period.

4.19 Let’s begin by looking at how to add a course to your plan. Once you have found the course that you are interested in, click the **“Add Course to Plan”** button.



MGMT-1000 Introduction to Business (1 Credits)

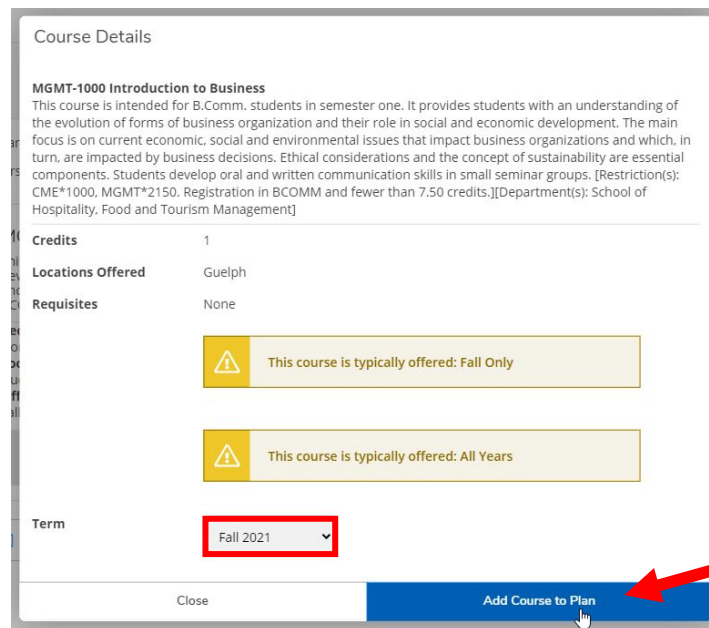
This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None

Locations:
Guelph

Offered:
Fall Only, All Years

[View Available Sections for MGMT-1000](#)



Course Details

MGMT-1000 Introduction to Business

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Credits 1

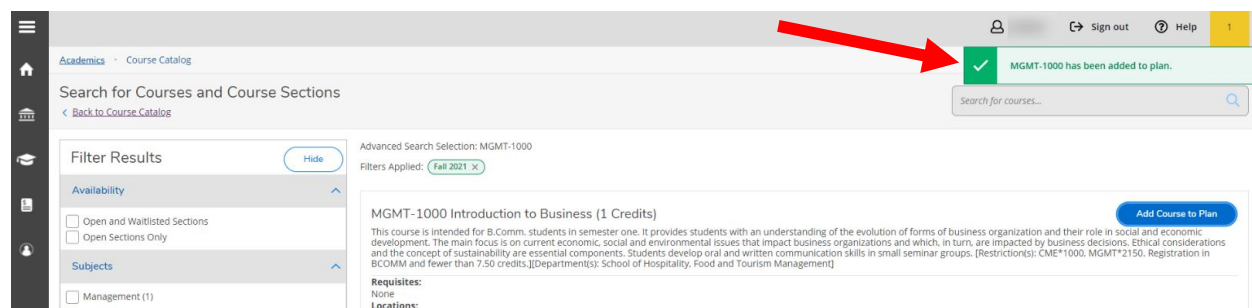
Locations Offered Guelph

Requisites None

Term Fall 2021

[Add Course to Plan](#)

4.20 A confirmation message will immediately pop up towards the top right notifications.



Academics · Course Catalog

Search for Courses and Course Sections

Filter Results

Advanced Search Selection: MGMT-1000

Filters Applied: Fall 2021

MGMT-1000 Introduction to Business (1 Credits)

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None

Locations:

[Add Course to Plan](#)

MGMT-1000 has been added to plan.


Add Section to Schedule


4.21 To add a course to your planned schedule, find a course that you are interested in. Once you have found that course, click the drop-down menu entitled “View available sections”.

MGMT-1000 Introduction to Business (1 Credits) Add Course to Plan

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None
Locations:
Guelph
Offered:
Fall Only, All Years




View Available Sections for MGMT-1000 

4.22 Here you can browse the available sections. If the course timetable has not yet been posted for the semester, section information will not be available. Once you have found the section that you would like, click on the “Add Section to Schedule” button towards the top right-hand corner.

MGMT-1000 Introduction to Business (1 Credits) Add Course to Plan

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]


Requisites:
None
Locations:
Guelph
Offered:
Fall Only, All Years

View Available Sections for MGMT-1000 

Fall 2021

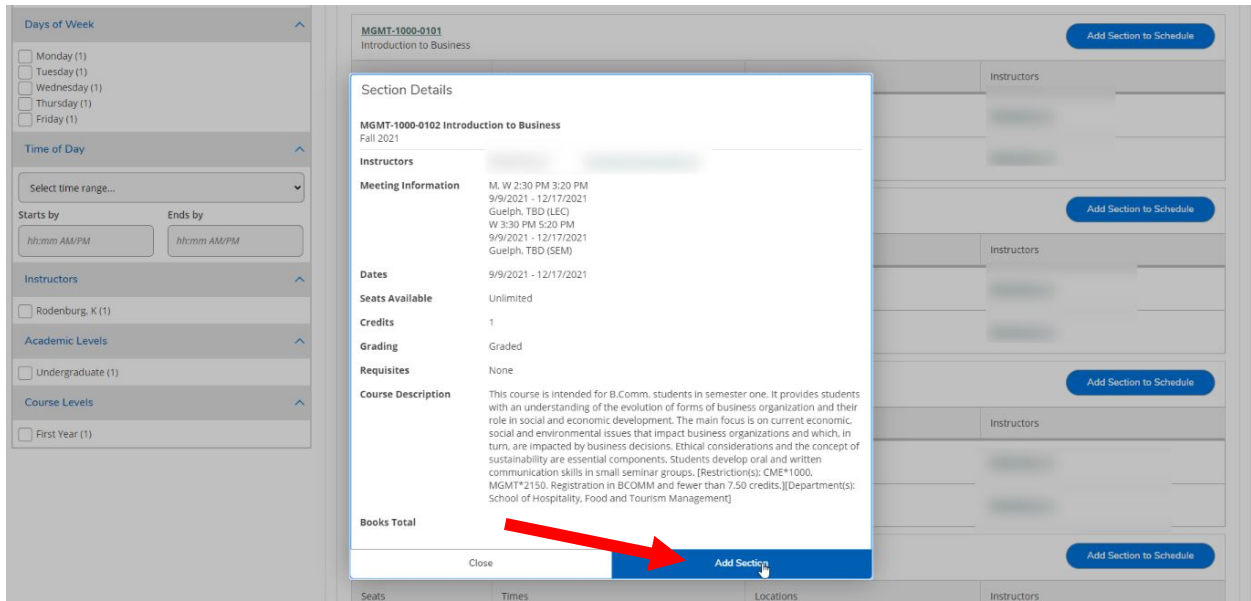
MGMT-1000-0101
Introduction to Business Add Section to Schedule

Seats	Times	Locations	Instructors
Unlimited	M/W 2:30 PM - 3:20 PM 9/9/2021 - 12/17/2021	Guelph LEC	
	Th 3:30 PM - 5:20 PM 9/9/2021 - 12/17/2021	Guelph SEM	

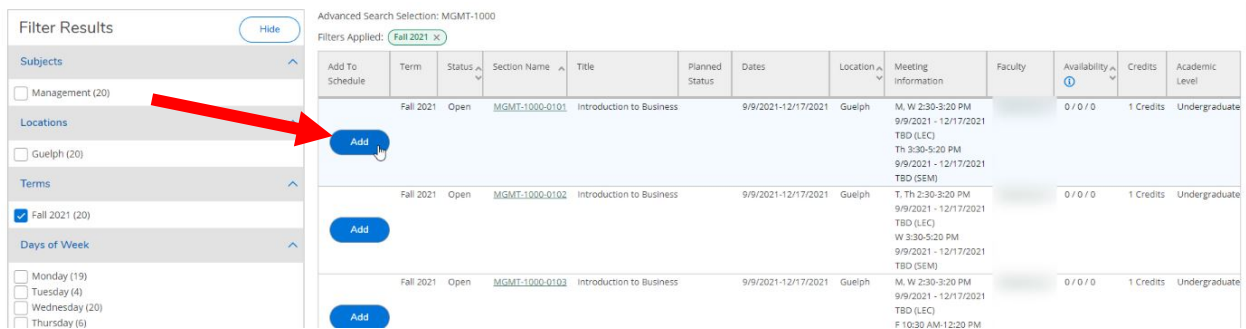


MGMT-1000-0102
Introduction to Business Add Section to Schedule

Seats	Times	Locations	Instructors
Unlimited	M/W 2:30 PM - 3:20 PM 9/9/2021 - 12/17/2021	Guelph LEC	
	W 3:30 PM - 5:20 PM 9/9/2021 - 12/17/2021	Guelph	



4.23 Another way to add sections directly to your schedule is through the **“Section Listing”** view in the Advanced Search. In your search results, click on the **“Add”** button in the first column of the table for the course section you would like to add to your schedule.



4.24 Review the details in the pop-up window and then click on **“Add Section.”**

Section Details

MGMT-1000-0101 Introduction to Business
Fall 2021

Instructors

Meeting Information
M, W 2:30 PM 3:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (LEC)
Th 3:30 PM 5:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (SEM)

Dates
9/9/2021 - 12/17/2021

Seats Available
Unlimited

Credits
1

Grading
Graded

Requisites
None

Course Description
This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small-seminar groups.

Restriction(s):
CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.

Department(s):
School of Hospitality, Food and Tourism Management

Books Total

Close Add Section

4.25 The Planned Status column will now show as **“Planned”** for that section.

Academics Course Catalog

MGMT-1000-0101 has been planned on the schedule.

Search for courses...

Advanced Search Selection: MGMT-1000
Filters Applied: Fall 2021

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability	Credits	Academic Level
Add	Fall 2021	Open	MGMT-1000-0101	Introduction to Business	Planned	9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
Add	Fall 2021	Open	MGMT-1000-0102	Introduction to Business		9/9/2021-12/17/2021	Guelph	T, Th 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) W 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate

Whether you added a course to your plan or to your schedule, these changes will be reflected in the Plan & Schedule section.

Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- [Student Planning website for Guelph and Ridgetown students](#)
- [Student Planning website for Guelph-Humber students](#)